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*Monograph on*  
**Kentucky High Schools**

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REVISED

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Laws, Synopsis of Course of Study, Rules  
and Regulations Relative to  
Classification and Administration



Published by order of  
STATE BOARD OF EDUCATION



MONOGRAPH ON

# Kentucky High Schools

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Regulations Relative to  
Classification and Administration

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Compiled by State High School Supervisors, Mark Godman and W. J. Craig, under the direction of McHenry Rhoads, Superintendent of Public Instruction, for the Commonwealth of Kentucky. Frankfort, Kentucky. July, 1924.

STATE BOARD OF EDUCATION

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## RESOLUTION OF ADOPTION OF MONOGRAPH

"It was moved by Mrs. Cromwell, seconded by Mr. Daugherty and unanimously carried that the Monograph on Kentucky High Schools, as submitted to the State Board of Education by the State Superintendent of Public Instruction, be published under the caption, 'Published and Distributed by the State Board of Education.'"

McHENRY RHOADS, *Chairman*  
MRS. EMMA GUY CROMWELL  
FRANK E. DAUGHERTY



## INTRODUCTION

This monograph on Public High Schools has been prepared for two purposes:

1. That school officials may *know definitely* what the laws and the rules and regulations of the State Board of Education are so far as these relate to high schools.
2. That a more definite high school policy may be adopted and followed throughout the State to the end that more uniform standards may be maintained.

As the laws and the rules and regulations of the State Board of Education are set forth in detail, it is not necessary to discuss them at length. Cities of the first, second, third and fourth classes adopt their own high school text books; all other public high schools use the State adopted texts.

In case no text has been adopted in a subject, then high schools are authorized to use any text they may select.

The law provides that every child in Kentucky who completes the Elementary School Course shall have an opportunity to attend a public high school *without paying tuition*. The law further provides that a high school must be maintained in every county of the State, but options are given in reference to the control of the school. It may be controlled by any one of the following boards:

1. County board of education.
2. Joint county and city board or joint county and graded school board.
3. City or graded school board, provided the county board of education has written contract with the city or graded school for high school privileges.

Experience has demonstrated that joint control does not work well in practice. It is, therefore, recommended that either the county board or the graded school or city board of education control each public high school.

There has been a continuous growth in the number of high schools in Kentucky. Practically all of this growth since 1919 has been in the number of county high schools. The demand for more county high schools continues and it is imperative that the county board of education should adopt a definite high school policy. The following suggestions are offered in this connection:

1. Every county high school should be located where it will serve a large number of high school students. Two factors are essential

to the successful operation of a high school—enrollment and finance. A small enrollment usually means a high per capita cost. The enrollment should be large enough to warrant the expenditure necessary to maintain an approved school. It is very expensive to maintain a one-teacher two-year high school with less than fifteen pupils or a two-teacher four-year high school with less than twenty-five pupils. The establishment of such schools with less than this enrollment should be discouraged. The only exceptions to this rule should be (1) in establishing the first high school in the county for either white or colored students, and (2) in establishing a high school that is in the judgment of the board quite sure to reach the minimum above stated as early as the beginning of the second year of operation.

2. Usually it is cheaper and more satisfactory to pay the tuition of pupils at an approved city or graded high school than it is to build and maintain a rival high school in the same community. However, when the amount of tuition paid by the county board becomes excessive, a central high school established and maintained by the county board at the county seat may prove economical and desirable.
3. The big problem for the county board of education to solve in establishing a high school is usually an economic one. Many counties are unable to establish and maintain adequate high school facilities on their present income. The communities in which county high schools are located should give financial aid to these schools. This can be done by laying off a consolidated school district as provided for in section 4426a-9, Kentucky Statutes, or section 82a, Common School Laws, 1922, and by voting an additional tax for this purpose. All money so raised must be used for the support of the school or schools in the consolidated district.

The high school should do more than teach high school subjects. It should be the place where the finest types of American citizens are developed. High school buildings need not be costly and elaborate, but they should be sanitary and models of neatness. Good janitor service is almost as important as good teachers. Ample play grounds should be provided. For each rural high school there should be at least four acres of ground. Properly supervised athletics aids in bodily development, trains in cooperation and promotes loyalty to school and community.

Since 1908 the development of the public high schools in Kentucky has been almost marvelous. At that time there were only about a dozen first class high schools in the State with an enrollment of a few hundred students; now there are practically five hundred public high schools with a combined enrollment of considerably more than thirty-five thousand students. These schools are not uniformly distributed, most of them being located in the western, central and northern portions of the

State. There has been a most praiseworthy gain in the efficiency and standardization of these schools—the graduates of forty-five of them being received in all the colleges of the south, while two hundred and eighty-six are schools that have accredited relations with the colleges of Kentucky. As gratifying as this progress is the great task which must be performed in the immediate future is to standardize the high schools we now have and to establish high schools in those counties where too few exist. It must be borne in mind, however, that the establishment and maintenance of high schools is a stupendous economic problem and that the creation or continuance of high schools in inadequately small districts is to be discouraged. To the performance of this task we invite the co-operation of school officials, teachers, high school pupils and all forward looking citizens of the Commonwealth.

## CHAPTER I. COUNTY HIGH SCHOOLS.

### I. LAWS RELATING TO COUNTY HIGH SCHOOLS.

#### 1. *Powers of State Board of Education.*

a. *Rules.* "The State Board of Education shall constitute a standing committee, who shall prepare rules, by-laws and regulations for the government of the common schools of the State." (Section 4382.)

b. *Certificate High School Teachers.* "The State Board of Education of Kentucky shall have power to determine the qualifications of and to issue certificates to teachers to teach in the public high schools of Kentucky." (Section 4502a-1.)

c. *Prepare Course of Study.* A first class (county) high school shall maintain a four-year course of study which shall be prepared by the State Board of Education.

High schools of the second class shall maintain a course of three years identical with the first three years of the first class. High schools of the third class shall maintain a course of two years, identical with the first two years of the first class high school. (Section 4526b-2.)

#### 2. *Index to Statutes Relating to County High Schools.*

a. Age of pupils (Section 4526b-3).

b. City and county may unite for use (Section 4526b-1).

c. Class, terms and courses of study (Section 4526b-2).

d. Consolidated districts (Section 4433b).

e. Contract rate, proviso as to (Section 4526b-2).

f. Course of Study (Sections 4526b-2, 4526b-3).

g. Establishing and apportioning cost (Sections 4526b-1, 4526b-2, 4526b-3).

h. Joint maintenance of several counties—provisions (Sections 4526b-2, 4526b-4).

i. Location (Section 4526b-2).

j. Pupils may attend most convenient one (Section 4526b-5).

By decision of the Court of Appeals students residing in one county may attend high school in another county and the tuition be paid by the county board of the student's residence. Provided the fact may be established to the satisfaction of the county board of the student's residence that the school to be attended is the one most convenient to the home of the pupil. Rate of tuition to be as is commonly paid by the county board of the student's residence.

k. Teachers—employment of and salaries (Section 4526b-3).

l. Tuition contracts (Section 4526b-2).

3. *General Statutes Relating to County High Schools.*

a. *Length of School Day.* "Six hours of actual work in the school room constitute a school day." (Section 4366.)

b. *Physical Education.* "This course shall occupy periods totaling not less than thirty minutes each school day which shall be devoted to instruction in health and safety, to physical exercises and to recess play under proper supervision." (Section 4369e-1.)

c. *Length of High School Term.* "The entire school session being in no case less than 32 weeks." (Sec. 4526b-1.)

II. REGULATIONS OF THE STATE BOARD OF EDUCATION RELATIVE TO COUNTY HIGH SCHOOLS.

1. *Standard Courses of Study for County High Schools.*

a. *First Class with Three Teachers or Fewer.* The standard course of study for a first class county high school having three teachers or fewer shall be that prescribed for high schools having three teachers or fewer as set forth in Chapter IV of this monograph.

b. *Second or Third Class High Schools.* The standard course of study for a second or third class county high school shall consist of the first three or first two years of the course of study for a first class county high school with three teachers or fewer.

c. *Schools Having Four or More Teachers.* The standard course of study for county high schools having four or more teachers shall be the same as that prescribed in Chapter IV for high schools having four or more teachers.

2. *Miscellaneous Rules Relating to County High Schools.*

a. *Number of Teachers.* A first class high school shall not employ less than two full time high school teachers. A second class county high school shall not employ less than one full time high school teacher and one part time teacher. A third class high school shall not employ less than one full time high school teacher.

b. *Length of Recitation Periods.* The length of recitation periods for regular high school subjects shall not be less than forty minutes in the clear.

c. *Units Required for Graduation.* No pupil shall be graduated from a first class county high school unless he has completed at least *sixteen* units of high school work.

A "unit" is a subject pursued one class period daily five times per week for a school term which shall not be less than eight months or 32 weeks.

d. *Daily Record of Attendance.* A daily record of the attendance of the pupils of each high school shall be properly kept in a suitable school register.

e. *Permanent Record of Grades.* A permanent record of the grades and credits for units of work completed for each pupil shall be kept by each principal of a county high school, and the county superintendent may withhold payment of the last installment of the principal's salary until said permanent record is deposited in the office of the county superintendent or such other place of safe deposit as the county superintendent may direct.

f. *Copy of Record.* Any pupil withdrawing from a county high school for any reason is entitled to receive a copy of his grades and units of credit. It is the duty of the principal or other person in charge of the permanent records of the high school to give such copy without expense to the pupil or his parents.

g. *Reports.* The principal shall make an annual statistical report on official blanks to the Superintendent of Public Instruction on or before July tenth for the school term of the previous school year.

On or before the tenth day of October each year the principal shall also make an "*organization report*" on special blanks furnished by the State Department of Education.

He shall make such other reports as the Superintendent of Public Instruction may direct.

h. *Library.* A third class high school shall have a library consisting of a large dictionary and at least 75 volumes of carefully selected books.

A second class high school shall have a library consisting of a large dictionary and at least 100 volumes of carefully selected books.

A first class high school shall have a library consisting of a large dictionary and at least 150 volumes of carefully selected books.



i. *Laboratory.* A second or a third class high school shall maintain a scientific laboratory worth at least \$60.00. A first class high school shall maintain a scientific laboratory worth at least \$100.00.

3. *Approval of County High Schools.*

a. *Method of Approving a High School.* The Superintendent of Public Instruction is authorized to approve a county high school whenever he is satisfied either by inspection or on presentation of documentary evidence or both that the high school meets the standards enumerated above.

Whenever a high school is approved, that fact shall be duly recorded in the office of the Superintendent of Public Instruction.

The Superintendent of Public Instruction shall publish a list of approved county high schools setting forth the classification of each as first class, second class or third class, according to the length of school course and the number of teachers employed.

An approved high school which fails to *maintain* the standards set forth above shall be dropped from the list, but notice of such action shall be sent to the local board of education.

b. *Privileges.* A student completing any year's work of the course of any approved public high school and making a satisfactory grade in each subject, shall be given due credit on entering any other approved high school of the State.

## CHAPTER II. HIGH SCHOOLS IN GRADED COMMON SCHOOL DISTRICTS

### I. LAWS RELATING TO HIGH SCHOOLS IN GRADED COMMON SCHOOL DISTRICTS.

1. *Powers of State Board of Education.*

See Chapter I, Section I, 1 above and Chapter 58, Acts of 1924.

2. *Options of Graded School Districts Relative to High Schools.*

a. *Maintain a high school* with a minimum term of eight months which meets State standards as to the number and qualification of teachers.

Sec. 4469, Chap. 8, Acts 1922.

b. *Or Operate a Joint High School With County.* (Sec. 4526b-1.)

c. *Or Pay Tuition.*

"On contract with the authorities of another approved high school within reasonable distance the graded common school district may elect to pay tuition for pupils eligible to enter high school. (Sec. 4469, Chap. 8, Acts 1922.)

3. *Contracts for High School Privileges Limited to Public Schools.*  
(See Sec. 4469, Chap. 8, Acts 1922.)

4. *Contracts Must Be in Writing.* (Sec. 4526b-1.)

5. *Length of Term and Qualification of Teachers.*

"Provided further that no graded common school district shall hereafter operate independent of the county school system . . . that does not maintain . . . a high school with a minimum term of eight (8) months which meets State standards as to the number and qualification of teachers." (Sec. 4469, Chap. 8, Acts 1922.)

6. *Course of Study.*

"Boards of trustees shall, subject to the provisions of this act and the rules and regulations of the State Board of Education, prescribe the studies to be taught and the course of study to be used in the schools under their jurisdiction." Sec. 4473, Chap. 8, Acts 1922.

7. *Length of School Day.*

"Six hours of actual work in the school room shall constitute a school day." (Sec. 4366.)

8. *Physical Education.*

"This course shall occupy periods totaling not less than thirty minutes each school day which shall be devoted to instruction in health and safety, to physical exercises and to recess play under proper supervision." (Sec. 4369e-1.)

## II. RULES OF STATE BOARD OF EDUCATION GOVERNING HIGH SCHOOLS MAINTAINED BY GRADED COMMON SCHOOL DISTRICTS.

1. *Graded School Districts Must Provide First Class High School Privileges.* Each graded school district must provide first class high school facilities either by maintaining a first class high school or contracting with a first class public high school elsewhere.
2. *Course of Study for a High School Having Three Teachers or Fewer.* Same as that for a first class county high school having three teachers or less. See Chapter I, Sec. II, 2.
3. *Course of Study for a High School Having Four or More Teachers.* Same as that for a first class county high school having four or more teachers. See Chapter IV.
4. *Length of Recitation Periods.* The length of recitation periods for regular high school subjects shall not be less than forty minutes in the clear.

5. *Units Required for Graduation.* No pupil shall be graduated from a graded high school unless he has completed at least sixteen units of high school work.  
A "unit" is a subject pursued one class period daily five times per week for a school term, which shall not be less than eight months.
6. *Records.* A permanent record of the grades and credits for units of work completed for each pupil shall be kept by each principal of a graded high school, and the secretary of the graded school board may withhold the last month's salary of principal until said permanent record is deposited with the graded school board, or placed in some safe place designated by the board.
7. *Copy of Record.* Same as county high school. See Chapter I, Sec. II, 2, e.
8. *Daily Record of Attendance.* Same as county high schools. See Chapter I, Sec. II, 2, d.
9. *Reports to Superintendent of Public Instruction.* Same as required for county high school. See Chapter I, Sec. II, 2, g.
10. *Approval of High School.* Same as that for a county high school. See Chapter I, Sec. II, 3.

### CHAPTER III. CITY HIGH SCHOOLS.

#### I. LAWS RELATING TO CITY HIGH SCHOOLS.

1. *Rules.* "The State Board of Education shall constitute a standing committee who shall prepare rules, by-laws and regulations for the government of the common schools of the State." (Section 4382.)
2. *Certification of Teachers.* "The State Board of Education of Kentucky shall have power to determine the qualifications of and to issue certificates to teachers to teach in the public high schools of the State." (Section 4502a-1.)
3. *Control of High Schools.*
  - a. *Cities of the First Class.*  
"Every such board of education (city school board) shall have exclusive control of the common schools including . . . high schools." (Sec. 2978a-2.)



b. *Cities of the Second and Third Classes.*

"It (city board of education) may establish high schools . . . and prescribe rules by which pupils may pass from the graded school to the high school." Sec. 3235a-15. (Sec. 3467.)

c. *Cities of the Fourth Class.*

"Every such board of education shall have general and supervisory control, government and management of the public schools, including . . . high schools." (Section 3587a-2.)

4. *Local Board and Certification of Teachers.*

"Every such board (city school board) . . . shall have power . . . to make rules and by-laws . . . for the examination, qualification and employment of teachers." (Sections 2978a-2, 3235a-2, 3587a-2.)

They may accept any certificate valid for use in the State.

5. *Length of School Day.*

"Six hours of actual work in the school room shall constitute a school day." (Section 4366.)

6. *Physical Education.*

"This course shall occupy periods totaling not less than thirty minutes each school day, which shall be devoted to instruction in health and safety, to physical exercises and to recess play under proper supervision." (Sec. 4369e-1.)

## II. RULES OF THE STATE BOARD OF EDUCATION RELATIVE TO CITY HIGH SCHOOLS.

1. *Standards.*

In the certification of high school teachers, length of high school course of study, number of units required for graduation from high school, and the length of the high school term, the standards for a city high school of the first, second, third or fourth class shall not be lower than the standards set for a first class county high school.

2. *Reports.*

The principal of each city high school shall make a report of the organization of the high school to the Superintendent of Public Instruction on or before the tenth day of October each school year, and shall make an annual report covering the en-

tire year's work at the close of the school year to the State Superintendent of Public Instruction on blanks furnished for that purpose.

#### CHAPTER IV. CURRICULA FOR HIGH SCHOOLS.

##### I. A SUGGESTED PROGRAM OF STUDIES FOR A ONE-TEACHER TWO-YEAR HIGH SCHOOL, SHOWING POSSIBLE COMBINATIONS AND ALTERATIONS:

###### *Program of Studies by Years.*

FIRST YEAR	Even Years	Odd Years
English I .....	1924-25	1925-26
Algebra I .....	1924-25	1925-26
Latin I or Elective (Note 6) .....	1924-25	1925-26
General Science .....	1924-25	
SECOND YEAR		
English II .....	1924-25	1925-26
Algebra $\frac{1}{2}$ ; Arith. $\frac{1}{2}$ (Note 4) .....	1924-25	1925-26
Latin II or Biology .....	1924-25	1925-26
General History (Note 7) .....		1925-26

###### NOTES:

1. This program of studies is planned for a cycle of two years.
2. English I and English II may be combined if the combined classes number no more than thirty pupils.
3. English I and English II should be divided as follows: Three periods a week should be devoted to the study of rhetoric and composition and two periods a week should be devoted to the study of classics based on those found in "Literature and Life," Books I and III. Any standard edition of classics may be used.
4. If it is deemed advisable, algebra may be taught during the whole of the second year.
5. General Science and General History may be taught to the combined classes in alternate years.
6. Any one of the following electives may be taught in place of Latin I: Community Civics  $\frac{1}{2}$ , Occupations  $\frac{1}{2}$ ; General Agriculture 1 year; Physiology and Hygiene  $\frac{1}{2}$ , Physical Geography  $\frac{1}{2}$ . Two years of history should not be given in this type of school.
7. Either Elson's, "Modern Times and The Living Past" or West's "Modern Progress" should be the text in General History. The first seventh of the West book gives a brief summary of earlier history.
8. When a third year is added a second teacher must be added.

## II. A SUGGESTED DAILY PROGRAM FOR A ONE-TEACHER TWO-YEAR HIGH SCHOOL.

Time	Teacher Even Year	Teacher Odd Year
8:30- 8:45	Open Exercises	Opening Exercises
8:45- 9:30	Mathematics I	Mathematics I
9:30-10:15	Mathematics II	Mathematics II
10:15-10:30	Recess	Recess
10:30-11:15	Latin I or Elective	Latin I or Elective
11:15-12:00	English II	English II
12:00- 1:00	Noon	Noon
1:00- 1:45	Latin II or Biology	Latin II or Biology
1:45- 2:30	General Science	General History
2:30- 3:15	Study and Supervision	Study and Supervision
3:15- 4:00	English I	English I

## III. A SUGGESTED PROGRAM OF STUDIES FOR A TWO-TEACHER FOUR-YEAR HIGH SCHOOL, SHOWING POSSIBLE COMBINATIONS AND ALTERNATIONS:

### *Program of Studies by Years.*

FIRST YEAR	Even Years	Odd Years
English I .....	1924-25	1925-26
Algebra I .....	1924-25	1925-26
Latin I or Elective (Note 6).....	1924-25	1925-26
General Science .....	1924-25	
SECOND YEAR		
English II .....	1924-25	1925-26
Algebra $\frac{1}{2}$ ; Arith. $\frac{1}{2}$ (Note 4) .....	1924-25	1925-26
Latin II or Biology .....	1924-25	1925-26
General History (Note 7) .....		1925-26
THIRD YEAR		
English III .....		1925-26
Plane Geometry .....	1924-25	1925-26
	(Note 15)	
American History .....		1925-26
Elective (Note 8) .....		1925-26
FOURTH YEAR		
English IV .....	1924-25	
Solid Geom. $\frac{1}{2}$ ; Elective $\frac{1}{2}$ (Note 9).....	1924-25	1925-26
		(Note 15)
Physics .....	1924-25	
Problems of Amer. Democracy .....	1924-25	

### NOTES:

1. This program of studies is planned for a cycle of two years.
2. English I and English II may be combined if the combined classes number no more than thirty pupils.

3. English I and English II should be divided as follows: Three periods a week should be devoted to the study of rhetoric and composition and two periods a week should be devoted to the study of classics based on those found in "Literature and Life," Books I and III. Any standard edition of classics may be used.
4. If it is deemed advisable, algebra may be taught during the whole of the second year.
5. General Science and General History may be taught to the combined classes in alternate years.
6. Any one of the following electives may be taught in place of Latin I: Community Civics  $\frac{1}{2}$ , Occupations  $\frac{1}{2}$ ; General Agriculture 1 year; Physiology and Hygiene  $\frac{1}{2}$ , Physical Geography  $\frac{1}{2}$ . Only two years of history (General History and American History) should be offered in a school this small.
7. Either Elson's, "Modern Times and The Living Past" or West's "Modern Progress" should be the text in General History. The first seventh of the West book gives a brief summary of earlier history.
8. One of the following electives may be taught in the third year: Biology may be taught, if it has not been elected in the place of Latin in the second year. Physical Geography and Commercial Geography would make a good year's course. If Agriculture has not been given, it might be offered at this place. Chemistry should not be taught in a school this small.
9. Arithmetic should follow Solid Geometry in the fourth year, if it has not been taught in the second year. If Arithmetic has been taught in the second year, then Commercial Geography, Commercial Law or Commercial Arithmetic are suggested subjects from which an elective may be chosen.
10. The Elective in the third year and Science IV (Physics) may be taught in alternate years. If Biology is the elective, then both Biology and Physics should be taught three single periods per week in recitation and two double laboratory periods per week.
11. English III and English IV may be taught in alternate years.
12. In English III, three periods a week should be devoted to the study of the history of American Literature and two periods a week should be devoted to the study of classics based on those found in "Literature and Life," Book II. Any standard edition of classics may be used. Frequent oral and written compositions should be required.

13. In English IV, three periods a week for the first semester should be devoted to the study of the history of English Literature and two periods a week should be devoted to the study of classics. Any standard edition of classics may be used.

English Grammar should be taught three periods a week during the second semester and a study of classics be made during the other two periods. Frequent oral and written compositions should be required.

14. American History and Problems of American Democracy may be taught in alternate years.

15. Mathematics III can not be alternated with Mathematics IV.

16. Frequent special reports should be required in the course in Problems of American Democracy. Since special student rates are offered for the Outlook, Independent, Literary Digest, Review of Reviews, Current Opinion and other periodicals, definite assignments based on one of these should be required. Debating should be featured in this course. A number of subjects for debate are suggested in the texts. The work in debating will afford an opportunity to train students in Parliamentary Law.

#### IV. SUGGESTED DAILY PROGRAM FOR A TWO-TEACHER FOUR-YEAR HIGH SCHOOL.

Time	Principal Even Years	Teacher Even Years	Principal Odd Years	Teacher Odd Years
8:30- 8:45	Opening Exercises	Opening Exercises	Opening Exercises	Opening Exercises
8:45- 9:30	Supervision	Latin II or Biology	Supervision	Latin II or Biology
9:30-10:15	Math. IV.	Latin I or Elective	Math. IV	Latin I or Elective
10:15-10:30	Recess	Recess	Recess	Recess
10:30-11:15	Math. I	Prob. of Amer. Dem.	Math. I	Amer. History
11:15-12:00	Supervision	English II	Supervision	English II
12:00- 1:00	Noon	Noon	Noon	Noon
1:00- 1:45	Math. III	English I	Math. III	English I
1:45- 2:30	Math. II	English IV	Math. II	English III
2:30- 3:15	Physics	Supervision	Jr. Elective	Supervision
3:15- 4:00	*Physics Lab. and Supervision	Gen. Science	*Lab. and Supervision	Gen. History

\*If Biology is chosen for the Elective in the third year, two double laboratory periods per week should be given. Physics also requires two double laboratory periods per week.

#### V. A SUGGESTED PROGRAM OF STUDIES FOR A THREE-TEACHER FOUR-YEAR HIGH SCHOOL, SHOWING POSSIBLE COMBINATIONS AND ALTERNATIONS:

##### *Program of Studies by Years.*

FIRST YEAR	Even Years	Odd Years
*English I .....	1924-25	1925-26
*Algebra I .....	1924-25	1925-26

Latin I .....	1924-25	1925-26
Anc. Hist. or Elective (Notes 2 & 3).....	1924-25	1925-26
General Science .....	1924-25	1925-26

## SECOND YEAR

*English II .....	1924-25	1925-26
Algebra $\frac{1}{2}$ ; Arith. $\frac{1}{2}$ (Note 10).....	1924-25	1925-26
Latin II .....	1924-25	1925-26
General History (Note 2) .....	1924-25	1925-26
Biology .....	1924-25	1925-26

## THIRD YEAR

*English III .....		1925-26
*Plane Geometry .....	1924-25	1925-26
	(Note 11)	
Latin III .....		1925-26
American History .....		1925-26
Elective (Notes 8 and 15) .....		1925-26

## FOURTH YEAR

*English IV .....	1924-25	
Solid Geom. $\frac{1}{2}$ ; Elective $\frac{1}{2}$ (Note 9).....	1924-25	1925-26
		(Note 11)
Latin IV .....	1924-25	
Physics .....	1924-25	
Problems of American Democracy.....	1924-25	
or		
Civics $\frac{1}{2}$ ; Economics $\frac{1}{2}$		
or		
Civics $\frac{1}{2}$ ; Sociology $\frac{1}{2}$ .		

## NOTES:

1. This program of studies is planned for a cycle of two years.
2. Both the two and three-year History courses are offered in this school. If the three-year course is desired, West's "Early Progress" should be taught the first year and West's "Modern Progress" the second year. The first seventh of West's "Modern Progress" should not be taught since this part of the book is a survey of that which has been taught during the first year. If the two-year History course (General History and American History) is offered, the text used in the second year may be either Elson's "Modern Times and the Living Past" or West's "Modern Progress."



3. If Ancient History is not taught in the first year, the following subjects might be considered in selecting an elective for it: Community Civics  $\frac{1}{2}$ , Occupations  $\frac{1}{2}$ ; Agriculture 1 year; Physiology and Hygiene  $\frac{1}{2}$ , Physical Geography  $\frac{1}{2}$ .
4. The classes will be too large for any combinations or alternations in the first and second years.
5. Those subjects marked with a star (\*) are required. In order that the student's program of studies may be well balanced it is recommended that two units of history and two units of science be required in addition to the requirements in English and Mathematics.
6. If Latin III and Latin IV are called for, Cicero should be taught one year and Virgil the next. Class open to both third and fourth year students.
7. If the first year class is larger than thirty pupils it must be divided into two sections.
8. See note 8 under the program of studies for a two-teacher high school regarding the Elective that may be taught in the third year.
9. See note 9 under the program of studies for a two-teacher high school regarding the subject to follow Solid Geometry in the senior year.
10. See note 4 under the program of studies for two-teacher high school.
11. Mathematics III can not be alternated with Mathematics IV.
12. See notes 3, 11, 12 and 13 under the program of studies for a two-teacher high school regarding the English work for this school.
13. See note 16 under the program of studies for a two-teacher high school for suggestions regarding the work in Social, Civic and Economic Problems.
14. American History and the course in Social, Civic and Economic Problems may be taught in alternate years.
15. The Elective in the third year and Science IV (Physics) may be taught in alternate years. If Biology is the elective, then both Biology and Physics should be taught three single periods per week in recitation and two double laboratory periods per week.

# VI. SUGGESTED DAILY PROGRAM FOR A THREE-TEACHER FOUR-YEAR HIGH SCHOOL.

Time	Principal Even Years	Teacher Even Years	Teacher Even Years
8:30- 8:45	Opening Exercises	Opening Exercises	Opening Exercises
8:45- 9:30	Supervision	Latin I	Civic and Social Problems
9:30-10:15	Math. II	Latin IV	Ancient History or Elective
10:15-10:30	Recess	Recess	Recess
10:30-11:15	Math. III	English I	Biology
11:15-12:00	Math. IV	Latin II	Supervision
12:00- 1:00	Noon	Noon	Noon
1:00- 1:45	Physics	Supervision	Mathematics I
1:45- 2:30	*Physics Lab. and Supervision	English II	General Science
2:30- 3:15	Study & Supervis'n	Study & Supervision	Study & Supervision
3:15- 4:00	Supervision	English IV	General History

## THREE-TEACHER DAILY PROGRAM—Continued.

Time	Principal Odd Years	Teacher Odd Years	Teacher Odd Years
8:30- 8:45	Opening Exercises	Opening Exercises	Opening Exercises
8:45- 9:30	Supervision	Latin I	American History
9:30-10:15	Math. II	Latin III	Ancient History or Elective
10:15-10:30	Recess	Recess	Recess
10:30-11:15	Math. III	English I	Biology
11:15-12:00	Math. IV	Latin II	*Lab. & Supervision
12:00- 1:00	Noon	Noon	Noon
1:00- 1:45	Junior Elective	Supervision	Mathematics I
1:45- 2:30	*Laboratory and Supervision	English II	General Science
2:30- 3:15	Study & Supervis'n	Study & Supervision	Study & Supervision
3:15- 4:00	Supervision	English III	General History

\*Two double laboratory periods per week are required in Biology and Physics.

# VII. A SUGGESTED PROGRAM OF STUDIES FOR A THREE-TEACHER FOUR-YEAR HIGH SCHOOL TEACHING AGRICULTURE WITH OR WITHOUT HOME ECONOMICS, SHOWING POSSIBLE COMBINATIONS AND ALTERNATIONS:

## *Program of Studies by Years.*

FIRST YEAR	Even Years	Odd Years
*English I .....	1924-25	1925-26
*Algebra I .....	1924-25	1925-26
Latin I or Elective (Note 5) .....	1924-25	1925-26
General Science .....	1924-25	
Agriculture I and II .....	1924-25	
Home Economics I and II .....	1924-25	
SECOND YEAR		
*English II .....	1924-25	1925-26
Algebra $\frac{1}{2}$ ; Arith. $\frac{1}{2}$ (Note 4) .....	1924-25	1925-26
Latin II or Biology .....	1924-25	1925-26



General History (Note 6) .....	1925-26
Agriculture I and II .....	1925-26
Home Economics I and II .....	1925-26

## THIRD YEAR

*English III .....	1925-26
*Plane Geometry .....	1924-25
	(Note 9)
Latin III .....	1925-26
Elective (Note 11) .....	1925-26
American History .....	1925-26
Agriculture III and IV .....	1925-26
Home Economics III and IV .....	1925-26

## FOURTH YEAR

*English IV .....	1924-25
Solid Geom. $\frac{1}{2}$ ; Elective $\frac{1}{2}$ (Note 15).....	1924-25
	1925-26
	(Note 9)
Latin IV .....	1924-25
Physics .....	1924-25
Problems of American Democracy.....	1924-25
or	
Civics $\frac{1}{2}$ ; Economics $\frac{1}{2}$	
or	
Civics $\frac{1}{2}$ ; Sociology $\frac{1}{2}$ .	
Agriculture III and IV .....	1924-25
Home Economics III and IV .....	1924-25

## NOTES:

1. This program of studies is planned for a cycle of two years.
2. This program of studies is designed primarily for those schools teaching Agriculture under the Federal Vocational Act. However, schools that are not teaching Agriculture under the Federal Act may use this program. Those schools that teach Home Economics either with or without Federal aid may use this program.
3. Those subjects marked with a star (\*) are required in addition to the subjects in Agriculture and in Home Economics, if the last is taught.
4. If it is deemed advisable, Algebra may be taught during the whole of the second year. If this is done, Arithmetic should follow Solid Geometry in the senior year.
5. Any one of the following electives may be taught in place of Latin I: Community Civics  $\frac{1}{2}$ , Occupations  $\frac{1}{2}$ ; Physiology and Hygiene  $\frac{1}{2}$ , Physical Geography  $\frac{1}{2}$ .

6. Either Elson's "Modern Times and The Living Past" or West's "Modern Progress" should be the text in General History. The first seventh of the West book gives a brief summary of earlier history.
7. If the classes do not number more than thirty, General Science and General History may be taught to the combined classes in alternate years.
8. See notes 3, 11, 12 and 13 under the program of studies for a two-teacher high school regarding the English work for this type of school.
9. Mathematics III and Mathematics IV can not be alternated.
10. If Latin III and Latin IV are called for, Cicero should be taught one year and Virgil the next. Class open to both third and fourth year students.
11. One of the following electives may be taught in the third year: Biology may be taught, if it has not been elected in the place of Latin in the second year. Physical Geography and Commercial Geography make a good one year course.
12. The Elective in the third year and Science IV (Physics) may be taught in alternate years. If Biology is the elective, then both Biology and Physics should be taught three single periods per week in recitation and two double laboratory periods per week.
13. American History and the course in Social, Civic and Economic Problems may be taught in alternate years.
14. See note 16 under the program for a two-teacher high school regarding suggestions for the course in Social, Civic and Economic Problems.
15. If Arithmetic has been taught in the second year, then Commercial Geography, Commercial Law or Commercial Arithmetic are suggested subjects from which an elective may be chosen to follow Solid Geometry.
16. Agriculture I and Agriculture II may be alternated by years.
17. Home Economics I and Home Economics II may be alternated by years.
18. Agriculture III and Agriculture IV may be taught in alternate years.
19. Home Economics III and Home Economics IV may be taught in alternate years.

Schools teaching Agriculture and Home Economics under the Federal Vocational Act should confer with the Vocational Department of the State Department of Education regarding the organization and daily program of their work.

# VIII. A PROGRAM OF STUDIES FOR HIGH SCHOOLS WITH FOUR OR MORE TEACHERS.

Those subjects marked with a star (\*) are required. In order that the student's program of studies may be well balanced it is recommended that two units of History and two units of Science be required in addition to the requirements in English and Mathematics.

## FIRST YEAR

<i>First Semester</i>	<i>Second Semester</i>
*English	*English
*Mathematics	*Mathematics
General Science	General Science
Latin	Latin
Community Civics	Occupations
Ancient History	Ancient History
Farm Crops	Farm Crops
Home Economics	Home Economics
Physiology and Hygiene	Physical Geography
Manual Arts	Manual Arts
Business English	Commercial Arithmetic

## SECOND YEAR

*English	*English
Mathematics	Mathematics
Biology or Botany	Biology or Zoology
Latin	Latin
World History or Modern Europe History	World History or Modern Europe History
Bookkeeping	Bookkeeping
Animal Husbandry	Animal Husbandry
Home Economics	Home Economics
Manual Arts	Manual Arts
*Typewriting and Stenography	Typewriting and Stenography

## THIRD YEAR

*English	*English
*Mathematics	*Mathematics
American History	American History
Chemistry	Chemistry
Latin	Latin
Modern Language	Modern Language

Soils	Soils
Home Economics	Home Economics
Manual Arts	Manual Arts
Stenography and Typewriting	Stenography and Typewriting

## FOURTH YEAR

*English	*English
Social, Civic and Economic Problems	Social, Civic and Economic Problems
Mathematics	Mathematics
Physics	Physics
Latin	Latin
Modern Language	Modern Language
Farm Management	Farm Management
Home Economics	Home Economics
Manual Arts	Manual Arts
Commercial Subjects	Commercial Subjects
Pedagogy	Psychology

## CHAPTER V. CERTIFICATION OF HIGH SCHOOL TEACHERS

## I. KINDS OF HIGH SCHOOL CERTIFICATES.

1. Standard and Provisional High School certificates, issued through the Division of Certification upon credentials showing two or more years of college work.
2. Intermediate or Advanced Certificate issued by the Department of Education of the State University following two or more years of college work.
3. Advanced Certificate issued by the State Normal Schools.
4. High School Certificate previously obtained by regular examination.
5. High School Certificates issued by the boards of education of cities of the first, second, third and fourth classes where the law authorizes such certification. Teachers holding such certificates may teach in the certifying city only.
6. Special High School Certificate (Music, Commercial Subjects, Arts, Manual Training, Physical Education, etc.), issued upon credentials showing at least two years of training in an approved college or commercial school, not less than 20% of which shall be for work done in the special subject.
7. High School Certificates of other states validated by the State Department of Education of Kentucky for use in this State.

In addition to meeting the educational requirements for high school certificates it is essential that the teacher hold a valid certificate before being eligible to teach in an approved high school.

## II. HOW HIGH SCHOOL CERTIFICATES MAY BE OBTAINED.

The following statements show how the above certificates may be obtained:

1. *Standard and Provisional High School Certificates*, issued through the Division of Certification, valid in any high school. The State Board of Education will issue two grades of High School Certificates on college credentials—Standard and Provisional. An applicant for either certificate must be at least eighteen years old and submit evidence of unexceptionable moral character.
  - a. *Standard High School Certificate* valid for three years will be issued upon official certification of credits from a standard college showing that the applicant has graduated and also that he has had at least nine semester hours in professional subjects. A Standard High School Certificate issued on less than twenty-four semester hours credit in education may be renewed when the holder submits college credits for education courses totaling twenty-four semester hours; after which it may be extended for life.
  - b. *Provisional High School Certificate* valid for three years will be issued upon official certification of credits from an approved standard or junior college showing that the applicant has completed at least two years college work with at least nine semester hours in professional subjects. A Provisional High School Certificate may be renewed when the holder submits credentials showing that he has completed his junior year in a standard senior college, with college credit for education courses totaling eighteen semester hours. There is no second renewal; the second issue being valid for three years. The holder of a second issue Provisional Certificate shall next satisfy legal requirements for the issuance of a Standard High School Certificate.
  - c. "*Professional Subjects.*" The nine semester hours in professional subjects required of all applicants for a High School Certificate shall be selected from the following group: Educational Psychology, Tests and Measurements, History of Education, School Administration, School Supervision, Observation and Participation, Methods in Special Subjects, Religious Education, Moral and Aesthetic Education, Principles of Secondary Education, Educational Sociology, and General Principles of Education,

- d. *"Certificate of Credentials."* An applicant applying for either a Provisional or Standard High School Certificate should write to the State Department of Education for official application blanks. It is necessary for the college officials to certify to the Director of Certification the semester hours credit in each subject. A diploma or an official statement that the applicant has graduated, is not sufficient.
  - e. *"Standard and Junior Colleges."* Any college recognized by the University of Kentucky as a standard or junior college will be so recognized by the State Department of Education. Colleges outside of Kentucky will be given the rating accorded to them by the Bureau of Education of the United States and the State Department of Education in the State in which each is located.
2. *Certificates Issued by the Department of Education of the State University* following two or more years of college work, and is valid for teaching in an elementary or high school.
    - a. The intermediate college certificate based upon 60 credits including 12 in education. This certificate is good for four years but is not renewable.
    - b. The advanced college certificate based upon 90 credits, including 18 in education. This certificate may be extended for life when holder has taught out the term for which it is issued.
    - c. The life certificate is issued only to majors in education upon graduation.
  3. *Advanced Certificates Issued by the State Normal Schools* and other normal schools approved by the State Superintendent of Public Instruction.
  4. *High School Certificates Issued by Board of Education of Cities* of first, second, third and fourth classes where the law authorizes such certification. (The certification standards of such cities must meet the State Standards. Teachers holding such certificates may teach on same in the certifying cities only.)
  5. *High School Certificates Issued by Other States* and validated for use in Kentucky must be shown to have back of them the same requirements as high school certificates issued in this State.

High School Certificates of other states are validated provided State maintains reciprocal relations with Kentucky, and evidences are submitted showing that the certificates meet Kentucky standards.



# CHAPTER VI. RULES OF THE ASSOCIATION OF KENTUCKY COLLEGES GOVERNING THE ACCREDITING OF HIGH SCHOOLS.

## 1. *Class of Accredited High Schools.*

	CLASS A	CLASS B
a. COURSE OF STUDY.	The school must maintain a standard four-year course of study and require full sixteen standard units of credit for graduation therefrom.	Same as Class A.
b. NUMBER OF TEACHERS.	At least three teachers must be employed who devote all their time to high school work.	At least two teachers must be employed who devote all their time to high school work.
c. ACADEMIC SCHOLARSHIP OF TEACHERS.	At least <b>two-thirds</b> of the teachers must possess an academic scholarship equivalent to graduation from a standard college. The remaining one-third of the teachers must have scholarship equivalent to graduation from a standard high school, and, in addition thereto, the equivalent of two years' work in college or normal school, a part of which should be in professional and pedagogical subjects.	At least <b>one-half</b> of the teachers employed must possess an academic scholarship equivalent to graduation from a standard college. The remaining half of the teachers must have scholarship equivalent to graduation from a standard high school, and in addition thereto, the equivalent of two years' work in college or normal school, a part of which should be in professional and pedagogical subjects.
d. LENGTH OF TERM.	The school must be in session not less than <b>thirty-six weeks</b> during the school year.	Same as Class A.
e. LENGTH OF RECITATION PERIODS.	A minimum period of <b>forty minutes</b> must be given to each recitation in which credit is given.	Same as Class A.
f. SCHOOL LIBRARY AND LABORATORY.	The equipment for teaching science must not be less than \$300.00. It must be kept in proper repair, and actually used. The library for reference purposes should not have less than 300 volumes exclusive of public documents. These should be carefully selected so that there may be reference books pertaining to each subject.	The equivalent for teaching science must not be less than \$150.00. It must be kept in proper repair, and actually used. The library for reference purposes should not have less than 200 volumes exclusive of public documents.
g. SIZE OF CLASSES.	Classes must not be too large to handle properly the subject matter of the recitation. The enrollment must not exceed thirty pupils per class.	Same as Class A.

	CLASS A	CLASS B
h. WORK MUST BE APPROVED.	In every case the character of the work done by a school must be a determining factor in accrediting. By personal visits of the inspectors, by detailed reports from the principals, and by the records made by the students in colleges, the character of a school's work shall be, from time to time, determined.	Same as Class A.
i. SCHOOL SENTIMENT.	The school sentiment both of the school and of the community must be harmonious and progressive.	Same as Class A.
j. CREDITS LIMITED TIME REQUIRED FOR GRADUATION.	No school will be accredited which permits a pupil to make more than five units in one year, or which graduates pupils in less than three and a half years.	Same as Class A.
k. RECORDS AND REPORTS.	A permanent record of each pupil must be kept for the entire time he is in high school. This record must show the average grades and the credits given in each subject for each year. The Annual Statistical Report must be made not later than July 10th each year. A special report on the qualification of teachers, etc., must be made between September 15th and November 1st each year.	Same as Class A.

2. *Privileges of Accredited High Schools.*

*Only graduates of accredited high schools are admitted to the Standard Colleges of Kentucky without an examination. This privilege is in addition to all the others enumerated under approved, high schools.*

3. *Private and Sectarian Secondary Schools.*

On request, private and sectarian secondary schools will be inspected.

If they meet the standards set forth for accredited public high schools, they will be accredited. No fees are charged.

Teachers of private and sectarian secondary schools are not required to hold certificates, but they must meet all other requirements set forth above.

Proper annual reports must be made to the Superintendent of Public Instruction on blanks which are furnished by the State Department of Education.



#### 4. *Colored High Schools.*

Colored high schools meeting the standard set forth above, will be listed as Standard Schools.

Graduates from these schools are recommended for admission without examination to colleges admitting colored students.

#### 5. *How Schools are Accredited.*

A high school is accredited by the Committee on Accredited Relations of the Association of Kentucky Colleges on recommendation of a State Supervisor of High Schools after he has made a personal inspection of the school.

If school authorities wish a high school to be accredited, they should communicate with the State High School Supervisor for particulars.

The list of accredited high schools is revised annually. All high schools will be retained on the accredited list which continue to meet the standards set forth above.

Each high school on the accredited list which fails to maintain the standards set forth above, will be dropped from the list of accredited schools unless positive assurance is given that the standards will be met not later than the beginning of the following school term. Whether or not such extension of time will be allowed is optional with the Accredited Committee.

As a rule, notice will be sent to each high school which is about to be dropped from the accredited list, but failure to give such notice is not sufficient reason for retaining a high school on the accredited list, if it fails to meet standards set forth above.

#### 6. *Explanation of Terms.*

- a. "Standard four-year course of study" means a course of study made up from the "Standard high school course of study" outlined in Chapter IV of this monograph. The subjects must be arranged in such order as to meet the approval of the Superintendent of Public Instruction.
- b. "A unit" represents a year's work in any high school subject, in which the pupil recites five times per week, recitation periods not less than forty minutes daily. Approximately, a unit represents a quarter of a full year's work.
- c. "Equivalent to graduation." A college course, whether of two years or four years, covers certain generally accepted subjects. A teacher may have mastered these subjects without having attended an approved institution. Any teacher who has not attended an approved institution, and who seeks credits on a subject in the prescribed course of an approved institution, may establish these credits on presentation of proof that he actually did this work in some school or schools, or, upon examination.

7. *List of Standard Colleges of Kentucky.*

University of Kentucky, Lexington, Kentucky.

Georgetown College, Georgetown, Kentucky.

Berea College, Berea, Kentucky.

Centre College, Danville, Kentucky.

University of Louisville, Louisville, Kentucky.

Transylvania College, Lexington, Kentucky.

Western Kentucky State Normal School and Teachers College,  
Bowling Green, Kentucky.

Eastern Kentucky State Normal School and Teachers College,  
Richmond, Kentucky.

Kentucky Wesleyan College, Winchester, Kentucky.

\*Asbury College, Wilmore, Kentucky.

Colleges of equal rank in other states will be regarded as Standard Colleges.

\*Standard "B" Grade College. Credits from "B" grade colleges are accepted hour for hour, not to exceed thirty semester credits per year. Graduates of "B" grade colleges are admitted to the Graduate School of the University and required to do one semester's work in addition to the regular requirements for the master's degree.

8. *List of Junior Colleges.* (Some of these have a rating higher than Junior but not yet recognized as Standard Colleges.)

Bowling Green Business University, Bowling Green, Ky.

Villa Madonna, Covington, Kentucky.

Ursuline Sacred Heart College, Louisville, Kentucky.

Kentucky College for Women, Danville, Kentucky.

Union College, Barbourville, Kentucky.

Cumberland College, Williamsburg, Kentucky.

Hamilton College, Lexington, Kentucky.

Bethel College, Russellville, Kentucky.

Bethel Woman's College, Hopkinsville, Kentucky.

Logan Female College, Russellville, Kentucky.

Ogden College, Bowling Green, Kentucky.

Nazareth College, Nazareth, Kentucky.

Sue Bennett Memorial School, London, Kentucky.

Colleges of equal rank located in other states will be regarded as Junior Colleges.

## CHAPTER VII. RULES OF THE COMMISSION ON ACCREDITED SCHOOLS OF THE ASSOCIATION OF COLLEGES AND SECONDARY SCHOOLS OF THE SOUTHERN STATES.

1. *Requirements for Accrediting.*

- a. No school shall be accredited which does not require for graduation the completion of a four year high school course of

study embracing fifteen units as defined by this association. A unit represents a year's study in any subject in a secondary school constituting approximately a quarter of a full year's work. More than twenty periods per week should be discouraged.

- b. The minimum scholastic attainment of three-fourths of all secondary school teachers of academic subjects in any accredited school on the Southern list shall be equivalent to graduation from a college belonging to the Association of Colleges and Secondary Schools of the Southern States, or a college approved by the Commission. Teachers should have had professional training or one year's experience.
- c. The number of daily periods of class instruction given by any teacher should not exceed five periods per day; and the Commission will scrutinize with extreme care any school in which instructors teach as many as six daily periods.
- d. The laboratory and library facilities shall be adequate for the needs of instruction in the courses taught. The library should have 500 volumes exclusive of duplicates and government publications.
- e. The location and construction of the buildings, the lighting, heating and ventilation of the rooms, the nature of the laboratories, corridors, water supply, school furniture, apparatus, and methods of cleaning shall be such as to insure hygienic conditions for both pupils and teachers.
- f. The efficiency of instruction, the acquired habits of thought and speech, the general intellectual and moral tone of a school are paramount factors; and, therefore, only schools which rank well in these particulars, as evidenced by rigid, thoroughgoing, systematic inspection, shall be considered eligible for the list.
- g. The Commission will decline to consider any school whose teaching force consists of fewer than four teachers giving their full time to high school instruction. When local conditions warrant the introduction of vocational subjects such as agriculture, manual training, household arts, and commercial subjects, the Commission will hold that a sufficient number of teachers must be employed and proper equipment added to provide adequately for such instruction.
- h. No school shall be considered unless the regular annual blank furnished for the purpose shall have been filled out and placed on file with the inspector. In case of schools having twelve or more teachers, a complete report on teachers once in three years will be sufficient, but full data relative to changes must be presented annually.

- i. All schools whose records show an excessive number of pupils per teacher, as based on the average number belonging, even though they may technically meet all other requirements, will be rejected. The association recognizes thirty as a maximum.
- j. The time for which schools are accredited shall be limited to one year, dating from the time of the adoption of the list by the association. In every case the character of the work done by a school must be the determining factor in accrediting. By personal visits of the inspectors, by detailed reports from the principals, and by the records made by the students in colleges, the character of a school's work shall be, from time to time, determined. A school shall be removed from the accredited list for failure to maintain the above standards.
- k. The Commission recommends \$900 as the minimum salary for teachers.

## 2. *Privileges.*

Graduates from high schools accredited by the Commission on Accredited Schools of the Association of Colleges and Secondary Schools of the Southern States are admitted without examination to about two hundred standard colleges in the United States.

## 3. *Members of the Accrediting Commission for Kentucky.*

Professor M. E. Ligon, Chairman, University of Kentucky, Lexington, Kentucky.

Professor Charles G. Crooks, Centre College, Danville, Kentucky.

Professor J. O. Lewis, Owensboro, Kentucky.

Mr. Mark Godman, State High School Supervisor, Frankfort, Kentucky.

High schools desiring to be accredited by the Southern Association should address the chairman of the Accrediting Committee.

# CHAPTER VIII. GENERAL INFORMATION PERTAINING TO HIGH SCHOOLS.

## 1. *Public High Schools Defined.*

A "high school" is a public secondary school, established in accordance with law, controlled by a county, city or graded common school district board of education, taught by properly certificated teachers, supported by public funds, and having a curriculum composed of secondary subjects arranged in such manner as to articulate with the elementary course of study and also to meet with the approval of the State Board of Education.

## 2. *Private High Schools.*

The discussion of private high schools is not comprehended in this work. However, they are inspected and approved. When this

is done it means that the school meets the requirements of the compulsory school law of the State. They are accredited in the same way and by the same authorities as are public high schools.

3. *Public and Private High Schools Not to be Connected.*

Section 4526b-2 of the Statutes of Kentucky specifically states, "provided, further, that the county board of education shall be limited in their right to contract for high school instruction with a school under public supervision and control."

Says the Court of Appeals:

"Any arrangement or contract between the county or other school authority by which a sectarian school is treated as a county high school and common school graduates allowed to attend it for a stipulated tuition fee paid by the county board of education is prohibited by the Constitution and void."

(Williams v. Bd., 173 Ky. 708.)

4. *Attendance of a Pupil in a High School Other Than That of His Residence.*

The Court of Appeals in an injunction case, Sturgeon v. County Board of Education of Edmonson County, states:

"*First.* A pupil who has completed the rural course of study is entitled to attend a high school in the county which is most convenient to him, tuition to be paid by the board of education of his residence.

"*Second.* The board of education of the county may fix the rate of tuition to be paid by it in established county high schools, and the same rate will apply to its payments for any pupils residing in the county, attending county high schools, whether in the county or out of it.

"*Third.* Where pupils desire to attend a county high school in an adjoining county the board of education of the county of the pupil's residence may determine which is the most convenient school for him to attend and should decide this question when called upon, though it may not act arbitrarily in the matter.

"*Fourth.* If on account of convenience, children attend an established county high school in an adjoining county and in which a higher rate of tuition is fixed than that fixed in the county of their residence, the county board of education should pay therefor to the extent of its fixed rate of tuition, and the excess over should be paid by the patron himself.

"*Fifth.* Where a board of education is required to contract for free tuition of children, under other provisions of this



article, such contract must be in writing, but in the matters covered by this section the obligation is fixed by law."

5. *County High Schools May be Districted.*

A county board of education may establish high schools and district them, requiring pupils to attend the high schools within the district of their residence. However, they may not act arbitrarily in this matter. When the pupil can establish clearly to the satisfaction of the board that it is inconvenient to attend such school, he is entitled to and should be transferred to the most convenient approved high school.

6. *Admission to High Schools.*

The right to attend school is determined by residence. The classification in school is determined by preparation and acquired scholarship, or ability to do the work in school. Pupils who have completed the elementary course of study are ready for the high school. Boards of Education may require satisfactory evidences of ability to do high school work before admitting pupils to its privileges. The State Board of Education would recommend that pupils be admitted to the high schools on the following evidences of ability to do the work therein:

- A. On county diplomas.
- B. Certificate of promotion from eighth to ninth grade of a city or graded school.
- C. On examination for admission given by high school principals, such examination to be in elementary subjects.
- D. On recommendations of teachers when pupils' record in elementary school has been satisfactory and when examinations are not required of pupils making certain high records.
- E. On trial when the principal and Board of Education are satisfied that such course is advisable. This may be done in exceptional cases when pupils for satisfactory reasons were not able to comply with any of the above regulations. This, however, is to be used with great care and never to the detriment of either school or pupil.
- F. On examination conducted by the local board of examiners (county or city), when authorized by the Board of Education.

7. *Contract Necessary for High School Privileges.*

For high school privileges a written contract on the part of the county board is required. Any good form is acceptable. The following is a good suggested one:

COMMONWEALTH OF KENTUCKY  
CONTRACT FOR HIGH SCHOOL INSTRUCTION

This agreement entered into this the.....day of.....  
19....., by and between the Board of Education of.....  
.....Legal name of board  
.....party of the first part, and the Board of Education of  
.....party of second part.

Legal name of board

Witnesseth: First—The Board of Education of.....  
.....Legal name of board  
.....party of the first part, agrees to accept from the  
Board of Education of....., party of

Legal name of board

second part, students who meet the requirements set forth in the second paragraph herein, for high school instruction in Standard Courses of Study approved by the State Board of Education at \$..... per month per student.

Second—The Board of Education of.....  
.....Legal name of board  
party of first part, will accept from the Board of Education.....  
....., party of second part, students for high school

.....Legal name of board  
instruction who present one of the following evidences of ability to do the work therein:

- a. County diploma.
- b. Certificate of promotion from eighth to ninth grade of a city or graded school.
- c. On examination for admission given by high school principals, such examination to be in elementary subjects.
- d. On recommendation of teachers when pupil's record in elementary school has been satisfactory and when examinations are not required of pupils making certain high records.
- e. On trial when the principal and board are satisfied that such course is advisable.
- f. On examination held under direction of the superintendent.

.....Chairman .....Chairman

.....Legal name of board .....Legal name of board

.....Secretary .....Secretary

.....Legal name of board .....Legal name of board

## OUTLINE OF ENTRANCE REQUIREMENTS

### OF THE UNIVERSITY OF KENTUCKY AND STATE TEACHERS COLLEGES

The figures indicate the maximum and minimum number of units that may be offered in each subject.

1. *Basic Units*—Required by all Colleges.

English 3 units                  Algebra 1 unit                  Plane Geometry 1 unit.

2. *Electives*.—In addition to the units required under 1, a sufficient number of units to make a total of fifteen must be offered from Groups A and B, except that not more than four units may be offered from Group B.

#### GROUP A

English .....	1	Mathematics .....	1
*Foreign Languages		Advanced Arithmetic ..	$\frac{1}{2}$ —1
French .....	1 —3	Advanced Algebra .....	1
German .....	1 —3	Solid Geometry .....	$\frac{1}{2}$
Greek .....	1 —3	Trigonometry .....	$\frac{1}{2}$
Latin .....	1 —4		
Spanish .....	1 —3	Sciences	
		Biology .....	$\frac{1}{2}$ —1
History and Civics .....	$\frac{1}{2}$ —3 $\frac{1}{2}$	Botany .....	$\frac{1}{2}$ —1
History .....	$\frac{1}{2}$ —3 $\frac{1}{2}$	Chemistry .....	$\frac{1}{2}$ —1
Civics .....	$\frac{1}{2}$	General Science .....	$\frac{1}{2}$ —1
Political Economy .....	$\frac{1}{2}$	Geology .....	$\frac{1}{2}$ —1
		Physics .....	$\frac{1}{2}$ —1
Education (including		Physical Geography ...	$\frac{1}{2}$ —1
Psychology) .....	$\frac{1}{2}$ —1	Physiology & Hygiene..	$\frac{1}{2}$ —1 $\frac{1}{2}$
Teaching .....	1	Zoology .....	$\frac{1}{2}$ —1
		Sociology .....	$\frac{1}{2}$

#### GROUP B

(Only four units may be offered in this group)

**Agriculture .....	$\frac{1}{2}$ —4	**Home Economics .....	$\frac{1}{2}$ —4
Bookkeeping .....	$\frac{1}{2}$ —1	Shop Work .....	$\frac{1}{2}$ —2
Commercial Law .....	$\frac{1}{2}$	Music .....	$\frac{1}{2}$ —1
Commercial Geography...	$\frac{1}{2}$	Shorthand .....	$\frac{1}{2}$ —1
Drawing—Freehand .....	$\frac{1}{2}$ —2	Surveying .....	$\frac{1}{2}$
Drawing—Mechanical ...	$\frac{1}{2}$ —2	Salesmanship .....	$\frac{1}{2}$

\*Not less than one unit in foreign language will be accepted.

\*\*Not more than one unit may be offered for any one subject in agriculture and home economics.

NOTE.—To students graduating after the first semester of 1922-23, the minimum amount of credit allowed in any subject will be one-half unit.









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